

## **DUTY STATEMENT**

**Budget Line: #4**

**Health Jurisdiction:** XXX County

**Program:** Maternal, Child and Adolescent Health

**Program Position:** MCAH Director – SPMP

**County Job Specification:** Senior Public Health Nurse

### **General Responsibilities**

Under direction of the Community Health and Prevention Services Manager, responsible for providing leadership in planning, developing, coordinating and evaluating the activities of the MCAH prevention programs and of the MCAH Plan; works with management in achieving department goals; and represents the department, providing consultation to community groups and agencies. This position must meet the criteria for SPMP.

### **Specific Duties**

- Directs and coordinates the planning, implementing and evaluating of the MCAH health programs, including development of program policies and procedures, program vision, goals, objectives and activities.
- Acts as program coordinator and administrator for multiple prevention program components.
- Represents the department in developing resources and in collaborations with community agencies and individuals responsible for day-to-day operations of maternal, infant, child and adolescent health programs.
- Directs and reviews the work of professional and support staff, including recruitment and hiring responsibilities.
- Conducts MCAH staff meetings, trainings and evaluations.
- Provides professional and technical consultation on complex program matters.
- Acts as liaison between senior management and providers, boards, commissions, community groups and agencies.
- Provides oversight of MCAH departmental budgetary requirements, and assures that expenditures are maintained within budget and are in compliance with applicable State and/or Federal regulations.
- Monitors local health status indicators and participates in quality assurance activities that improve indicators.
- Coordinates MCAH outreach services.
- Conducts community needs assessments and data analysis to develop local policies and programs to implement effective interventions.
- Interacts with local health care providers, key informants in the community, managed care plans, coalitions, etc., for the purpose of sharing analyses of local vital statistics, identifying at-risk population and conducting surveys to gain better understanding of health needs in the community.
- Prepares correspondence and reports.
- Attends regional and statewide MCAH meetings.
- Develops and monitors the MCAH budget
- Reviews relevant literature and research